

# Records and Information Management for State Agencies

## Quick Tips

Indiana Archives and Records Administration

<http://www.IN.gov/iara>

### State Records Management

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**A Records Retention Schedule** lists the various types of public records an agency produces, describing where and how long they must be stored before their final disposition. Each group of similar records with the same requirements is called a record series. The General Retention Schedule describes basic record series produced by all state agencies; agency-specific Records Retention Schedules should only describe records unique to that agency.

**Your Agency Records Coordinator** is the person designated to oversee records management within the agency and sign all official records transfer and destruction documents.

The Agency Records Coordinator should:

- ❖ Maintain and review all agency-specific Records Retention Schedules -- be certain they reflect your current programs.  
General Retention Schedule: <http://www.in.gov/iara/gr.pdf>  
Agency Retention Schedules: <http://www.in.gov/iara/2768.htm>
- ❖ Maintain agency copies of transmittal documents for the Records Center and State Archives -- keep an active record of which boxes are where and which files are in those boxes.

Contact information for all Agency Records Coordinators can be found at: <http://www.in.gov/iara/2737.htm>

**State Records Management** (317-232-3380) will help you to interpret or revise your Records Retention Schedules and can provide assistance in understanding records management, transfer, and destruction procedures.

**The State Records Center** (317-591-5326) stores records that your agency still owns, but does not need for daily use in the office. Only records designated for Records Center storage on the Records Retention Schedule will be accepted.

All paper forms required for transferring records to the Records Center can be ordered from State Forms Distribution (PEN Products) at 317-838-7192. Selected forms are also available online at <http://www.in.gov/iara/2887.htm>.

The Records Center storage box can be ordered directly from the Records Center using State Form 53485 (available online). Additional adhesive labels for re-used boxes are State Form 25186 - order these from PEN Products. (Not available online.)

**TIP:** In order for the Records Center to maintain an efficient inventory of your records, all boxes from each agency with the same record series need to be numbered in chronological order, with no repeated box numbers even across multiple shipments. Therefore, when numbering boxes, *first* put all boxes with the same Record Series in chronological order by projected disposal date, *then* assign box numbers. The next time you send the same Record Series, check your receipts to find out the last number used, and continue on from there.

The Records Transmittal and Receipt Form is State Form 23628. It is available online.

**TIP:** If the form is filled out correctly, Records Center staff should contact you to arrange records pick-up shortly (usually within two weeks, though this can vary with staff availability). If the form is not filled out correctly, it will be returned to you with an explanation of needed changes. The most common reasons for return are:

- Not signed by Agency Records Coordinator
- Record Series Number and Title do not match
- More than one record series is listed on the same form
- Destruction/Disposal dates are missing or calculated incorrectly
- Boxes are not listed in chronological order

The Records Center also processes records destruction for agency records, whether stored there, or in the agency. The Records Destruction Notification, State Form 16, is available online.

**The State Archives** (317-591-5222) stores records of long-term historical value, once the end of their agency life-span is reached. Those records become the property of the State Archives. Only records designated for State Archives storage on the Records Retention Schedule will be accepted.

**TIP:** The State Archives Record Transmittal and Receipt Form is State Form 48886. It is different from the form for transferring records to the Records Center, and is also available both online, and from PEN Products.